

REPORTS INVENTORY

CONTROL NO. 176

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)
 CAPER - List I - Status of Other Cases in Process in SR & CD

2. TYPE OF REPORT
 STATISTICAL
 NARRATIVE
 MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL		TRAINING
LOGISTICS	<input checked="" type="checkbox"/>	SECURITY
MEDICAL		FINANCE

ADMIN. GENERAL
 OTHER (specify)

4. NO. OF COPIES PREPARED
 1--on 20th of month
 4--at end of month

5. FREQUENCY (weekly, monthly, quarterly, etc.)
 twice each month

6. DISTRIBUTION (No. of components not number of copies)
 1--on 20th of the month
 4--at end of the month

7. FORMAT (memorandum, form computer print-out, etc)
 Computer Print-Out

8. ADP PROCESSING
 YES IF YES GIVE ADP PROCESSING NO. 580
 NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT
 (basic policy statement)

10. PREPARING COMPONENT (include lowest level contributing information to report)
 OCS
 OS/SR & CD

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
 Punched Cards (SR & CD)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
PUNCHED CARDS	NUMBER		COST EACH						
	389		.05		19.45		12		350.10

B. COSTS OF COMPUTER PRODUCED REPORTS

PAGES	COST PER PAGE				
1 (Single Copy)	.05	.05	24		1.20
4 (Multicopy)	.03	.12	24		2.88
TOTAL COSTS PER YEAR					\$354.18

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

A listing of Other Cases pending in SR & CD, with date each case was received. List used to insure that each case which was "logged in" gets "logged out", and brings attention to cases which need attention.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input type="checkbox"/> RETAIN AS IS <input checked="" type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE	ESTIMATED SAVINGS MAN-HOURS DOLLARS
OTHER (explain) Retain as is, pending development of comprehensive revision of case processing system, now entering Design Phase.	

16. DATE OF INVENTORY: 8 October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION: Security Officer/Systems Analyst

18. EXTENSION